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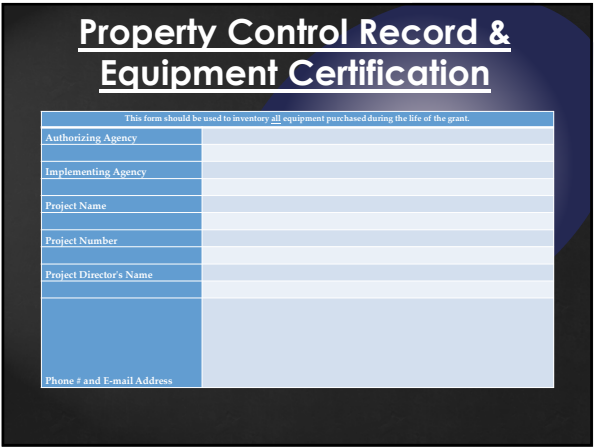
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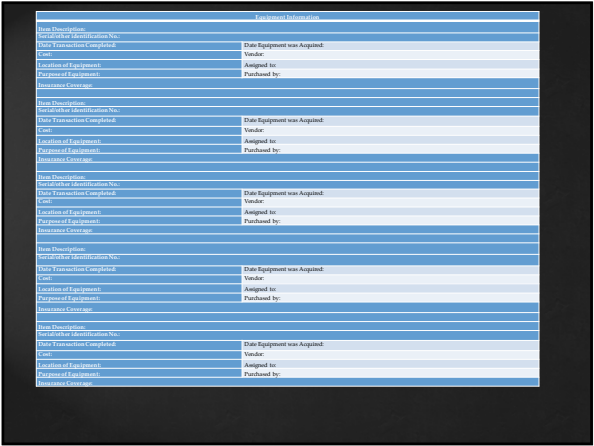
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**North Carolina Department of Public Safety**  
Governor's Crime Commission  
1201 Front Street Raleigh, NC 27609  
Telephone: (919)733.4564 Fax: (919)733.4625  
<http://www.ncdps.org>

**Sole Source Provider Request Form**  
(To be filled out by grant recipient or federal defendant's representative)

Authorizing Agency: \_\_\_\_\_  
Implementing Agency: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Project Director's Name: \_\_\_\_\_  
Phone # and E-mail Address: \_\_\_\_\_

This form is submitted as a formal request to use the services of the following contractor as a Sole Source Provider.

Contractor Name: \_\_\_\_\_  
This request is made for the following reason(s):  
☐ Service provider is continuing services already engaged from previous year(s)  
☐ Advertising & Research revealed no other service providers in the area  
☐ Other (explain below): \_\_\_\_\_

☐ Approved GCC Grants Management Specialist Approval: \_\_\_\_\_  
☐ Denied Date: \_\_\_\_\_

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**Progress Report**  
**Must be submitted annually**

**FUNCTIONS**

**For Grantee:**  
• internal assessment of project accomplishments

**For GCC:**  
• evaluation by Project Director of the grant's progress  
• information required for GCC report to U.S. D.O.J.

**NOTE:** When filling out this report, please explain thoroughly. No one word answers!

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**Project Management**  
**Project Overview**  
Project Attachments  
Expense Reimbursement  
Budget Adjustment  
Notice of Implementation  
**Project Progress Reports**

Select the **Project Progress Reports** navigation link

From the **Create Report** table, select the **Project Progress Report** you want to create

Report Name	Submitted On	Status
Project Progress Report (08/01/2010 - 07/31/2011)	03/27/2012	Modifications Complete

Create Report	Due Date
Project Progress Report (06/01/2012 - 04/30/2013)	5/31/2013
Project Progress Report (05/01/2013 - 04/30/2014)	5/31/2014
Project Progress Report (05/01/2014 - 06/30/2014)	7/30/2014

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All grant awards are contingent on receipt by GCC of 2015-2016 Federal funds. Grant start and end dates are subject to change based on the date we receive those funds. Changes in the specifics will be communicated to you by your Grants Management Specialist (GMS):

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**IMPORTANT!!!!**

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### Tasers and Non-Lethal Weapons

All LEAs that purchase non-lethal taser devices must present the following to their assigned Grants Management Specialist within the first 90-days of implementation of the grant:

- complete list of all Personnel to whom tasers will be issued
- copy of each officer's **Certification** verifying completion of taser training
- copy of the agency's **Procurement Policy** must be submitted to GCC **prior to** purchases.
- copy of each agency's **Use Of Force Policy**, and the Departmental protocol for the use of non-lethal weapons

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### Bulletproof Vest Purchases

As with BVP Grants, grantees that wish to purchase vests with JAG funds **must certify** that law enforcement agencies receiving vests have a written **"Mandatory Wear" Policy** in effect for all uniformed officers while on duty.

This policy must be in place for at least all uniformed officers **before** any funding can be used by the agency for vests. There are no other requirements regarding the nature of the policy.

Certification of **"Mandatory Wear" Policy must be received** by GCC within **30-days** of grant implementation & received prior to purchase of vests.

Bulletproof Vests must be American made.

A **Mandatory Wear Concept and Issues Paper** and **Model Policy** are available by contacting the BVP Customer Support Center at [vests@usdoj.gov](mailto:vests@usdoj.gov) or toll free at 1-877-758-3787.

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### Global Justice Information Sharing Initiative

US DOJ, OJP

Agencies that receive JAG funds that support the exchange of justice information must comply with DOJ's Global Justice Information Sharing Initiative guidelines and recommendations.

Requirements of this grant condition are described at:

[http://www.it.ojp.gov/gsp\\_grantcondition](http://www.it.ojp.gov/gsp_grantcondition)

Grantees must document their planned approach to information sharing, describe compliance to the GSP and have an appropriate privacy policy that protects shared information or provides detailed justification for why an alternative approach is recommended.

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# Program Performance Measures for Justice Assistance Grant (JAG) Programs

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## Performance Measurement Tool (PMT)

Federal statutes **REQUIRE** PMT reports be submitted on-line directly to BJA, in a timely manner.

- ↳ A copy **must** be provided to the assigned Grants Management Specialist.
- ↳ GCC Planning Staff must then compile & enter its own compilation report to BJA.
- ↳ Failure to observe these conditions and deadlines may result in **immediate suspension** of grant funds and may endanger the State's entire allocation.

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## Submitting the On-line PMT Report

[www.bjaperformancetools.org](http://www.bjaperformancetools.org)

- You will need a two (2) USER IDs and PASSWORDs to submit the PMT report for **each individual grant project**.
- GCC will provide the first USER ID and PASSWORD prior to the end of the first quarter.

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# Step 1: Log In



## Subrecipient-Level Data Entry

### BJA Performance Tools

**Performance Measurement Tool (PMT)**

The BJA Performance Measurement Tool supports BJA grantees globally to create, collect, and report performance measurement data in a secure, accessible, and user-friendly environment. You will need a user ID and password to access the tool. If you are a new user, you will need to create a user ID and password. If you are an existing user, you will need to log in with your user ID and password.

**Login**

Enter your User ID and Password to sign in:

User ID:

Password:


[Sign In](#)

**BJA Training and Technical Assistance Tool (TTAT)**

The BJA Training and Technical Assistance Tool helps BJA grantees with the following:

- Add training and technical assistance events
- Upload and submit reports to track events

If you would prefer to subscribe the calendar, you can launch the calendar using the button below:


[Click Here to Subscribe the Calendar](#)


You must be a grantee staff, agency or BJA, and a subrecipient to access these features. If you need a user ID or have questions for any problems, please send feedback to contact the help desk at [BJAHelp@bjacommunityalliance.org](mailto:BJAHelp@bjacommunityalliance.org)

**Enter your user ID and password (provided by your grantor) to enter the system.**

**The BJA Performance Tools system is composed of 2 online reporting tools that support BJA grantees: the Performance Measurement Tool and the Training and Technical Assistance Reporting System.**

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BJA Performance Measurement Tool (PMT)



## BJA's New User Management Feature

All PMT users must now add a new secondary User ID and Password

Log on to <https://www.biaperformancetools.org> with the User ID (ex. NC\_\_\_\_G) and Password emailed to you by GCC

1. Enter your e-mail address as your **new** User ID
2. Create a new unique Password
3. Select and answer three Security Questions

**If you forget your password...**Go to the website and Enter your *new* User ID / e-mail address

Select **"Forgot Password"**

Answer your **Security Questions**

A link to reset your Password will be sent to your e-mail address

Click on the link and **follow the prompts** to create a new Password.

**BJA** Step 2: Information and Resources Screen

Subrecipient-Level Data Entry

Information & Resources Profile Awards Help Log Out

Navigation bar: Appears on all screens to help switch between different screens in the system

Information and Resources

Welcome to the BJA Performance Measurement Tool

CONTACT US: 1-888-252-4867 or bjapmt@corporateaid.com

RESOURCES:  
Subrecipient User's Guide  
JAG PMT INSTRUCTIONS Q&A

This screen contains information about PMT reporting for subrecipients. Click the plus sign to expand the box.

Continue

For more information contact [bjapmt@corporateaid.com](mailto:bjapmt@corporateaid.com)  
Toll-Free Technical Assistance Helpdesk Number: 1-888-252-4867

All screens have contact information for the helpdesk. Your grantor should be contacted first.

11 BJA Performance Measurement Tool (PMT)

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OFFICE OF JUSTICE PROGRAMS

**BJA** BUREAU OF JUSTICE ASSISTANCE

Notice to PMT Users

**IMPORTANT NOTICE:** A new "Unique User Management" feature is now available and required to access the system. For all users of the system to use, they must create a new User ID and Password and have the system administrator create a new "Forgot Password" button. For more information and instructions, click here.

Questions? Contact the PMT help desk at 1-888-252-4867.

After you have created a new unique user account, your e-mail address becomes your new User ID. To your password if you forget it, enter your e-mail address and select "Forgot Password".

Login

Please select your email address

Enter your User ID and Password to sign in.

User ID:

Password:

Application:

PMT Login:

Email:

This is the new page through which your unique secondary user ID and password will be set

Should you forget your password, click on the "Forgot Password" button for help in getting a new one.

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OFFICE OF JUSTICE PROGRAMS

**BJA** BUREAU OF JUSTICE ASSISTANCE

Information & Resources Profile Awards Help Log Out

Information and Resources

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid reentering data, click the "save" button before leaving the system unattended or when you're finished entering data.

Welcome to the BJA Performance Measurement Tool

If you have a technical question about use of the PMT, please contact the helpdesk at the number below. Questions about the grant program or your award should be directed to your Grantor.

BJA Performance Measurement News:

- 2011 Winter Edition
- 2010 Summer Edition

PMT Resources:

- User Guide
- Performance Measures (as of March 31, 2012)
- Performance Measures FAQs (as of March 2012)
- FAQs for Subrecipients
- NEW Performance Measures (starting April 1, 2012)
- JAG Subrecipient PMT Training with Audio

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**BJA**

### Step 3: Subrecipient Awards Screen

Subrecipient-Level Data Entry

Information & ResourcesProfileAwardsInfo

**Subrecipient Awards**

The screen provides a summary of your data entry. This list includes all reporting periods.  
[View Current Reporting Periods Only](#)

**ARRA JAG RECOVERY ACT**

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
ARRA JAG 01 Start Date: Mar 01, 2009 End Date: Dec 31, 2009	\$50,000	March to June 2009	Not Started <a href="#">Enter/Edit Data</a>
		July to September 2009	Not Started <a href="#">Enter/Edit Data</a>
		October to December 2009	Not Started <a href="#">Enter/Edit Data</a>

For more information contact BJA@PMT@dojuscourts.gov  
Toll-Free Technical Assistance Hotdesk Number: 1-888-351-5487

13BJA Performance Measurement Tool (PMT)

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**BJA**

### Step 4: General Award Information

Subrecipient -Level Data Entry

Information & ResourcesProfileAwardsInfo

**RECOVERY ACT**

**General Award Information**  
Please answer Yes or No:  
**Was the project operational during the reporting period?**

All fields are required for projects operational during the reporting period. After you have entered the requested information about this subgrant, use the button at the bottom of the screen to save your information.

**General Award Information**

Was the project operational during the reporting period March 1, 2009 - June 30, 2009? [Click for Definition](#)

☐ Yes  
☐ No, no activity occurred during the period and no funds were expended.

Federal Congressional District:  
TCDT [Click here for list](#) [Click https://www.house.gov to use the zip code\(s\)](#)  
Federal Congressional District (s):

Please specify the implementing organization type:

**If award is operational during the reporting period, this means that activities identified in the grant application occurred and funds were used during the reporting period.**

15BJA Performance Measurement Tool (PMT)

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### Seven Purpose Areas

- 1) Law Enforcement and Task Forces
- 2) Prosecution and Court, Defense & Indigent Defense
- 3) Prevention and Education
- 4) Corrections and Community Corrections
- 5) Drug Treatment and Drug Courts
- 6) Planning, Evaluation and Technology Improvement
- 7) Crime Victim and Witness Protection

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### Purpose Area Data

- ↳ Purpose Areas are assigned by GCC Planning Staff
- ↳ Questions are determined based on the assigned purpose area. Therefore, some questions will not apply specifically to your project.
- ↳ Answer questions that apply to your project - and answer with a "N/A" or 0 (zero) to the questions that do not apply.

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### Reporting Status

- **Not Started** – No data has gone into the PMT system for this reporting period.
- **Not Operational** – Denotes projects for which no funds were expended and no activities occurred during the reporting period. If there were activities, but expended no money, the grant was "operational" and should **not** denote this status.
- **In Progress** – Data has been entered, but not completed and submitted. Please note that you there may be several pages of data to enter before the process is complete.
- **Complete** – All questions have been answered error free and **submitted** to grantor.

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### PMT Reporting Requirements

- ↳ A hard copy must be printed for **your** records.
- ↳ A copy **must be provided** to your assigned Grant Management Specialist upon completion by mail, fax or email or by uploading it through GEMS. Upload your PMT report to GEMS using the PMT report tab in your active project.
- It is **YOUR responsibility** to ensure the Grant Management Specialist has a copy of the report.
- ↳ **PLEASE NOTE** these reports are in addition to GCC reports.
- ↳ It will be a permanent part of your file.

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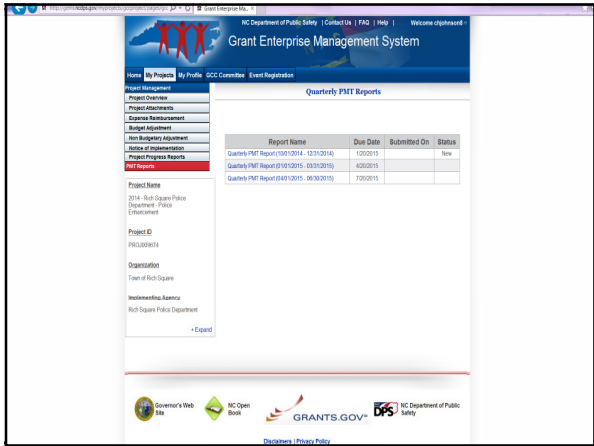
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**PMT Reporting Periods**

PMT Reports are **REQUIRED Quarterly!**  
...and are **due the 10th** of the month following the close of a quarter.

- **July 1 – September 31** (due October 10)
- **October 1 – December 31** (due January 10)
- **January 1 – March 31** (due April 10)
- **April 1 - June 30** (due July 10)

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**Additional Information**

- If the Project Director changes, please make sure you update the contact information in Grants Management Enterprise (GEMS) and notify GCC staff so that we may make the change with the Bureau of Justice Assistance (BJA). ALL CORRESPONDENCE REGARDING PMTS ARE SENT TO THE PROJECT DIRECTOR. IT IS IMPERATIVE THIS CONTACT INFORMATION IS ACCURATE.
- If your grant closes prior to the original end date, a PMT report will still be required for all quarters the grant was active. (ex. PROJXXXX received reimbursement for purchases on January 7 and the grant was closed Jan 8. A PMT report will still be required for the January- March quarter due on April 10<sup>th</sup>). BJA does not permit early submission of quarterly reports. Therefore, the grantee may have to wait until BJA opens the quarter for reporting.
- Unfortunately, BJA and GEMS are NOT linked. Therefore, you MUST copy and paste a copy to a WORD document to upload to GEMS.
- COURTESY REMINDERS are *normally* emailed to Project Directors. However, these ARE COURTESY REMINDERS and should not be relied upon to remind the grantee to do their PMT report. It is the Project Director's responsibility to comply with federal regulations.

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**Criminal Justice Planning Team**

Garrietta Proutey, [Garrietta.Proutey@ncdps.gov](mailto:Garrietta.Proutey@ncdps.gov)  
Navin K. Puri, [Navin.Puri@ncdps.gov](mailto:Navin.Puri@ncdps.gov)  
Catherine H. Johnson, [Catherine.H.Johnson@ncdps.gov](mailto:Catherine.H.Johnson@ncdps.gov)

...Please contact the Criminal Justice Planning Team  
for PMT  
If no one is available, please contact

The BJA PMT Help Desk at 1-888-252-6867

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